

## **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 12-09 (2)**

**OPEN TO:** All Interested Candidates - All sources

**POSITION:** Translator PSA-08; FP-6\*

**OPENING DATE:** May 21, 2012

**CLOSING DATE:** June 5, 2012

**WORK HOURS:** 20 - 40 hours/week workweek schedule negotiable

**SALARY:** \*Ordinarily Resident (OR): (Position Grade: PSA-08)  
7,325 FCFA Hourly Rate (Starting Salary)  
\*Not-Ordinarily Resident (NOR): (Position Grade: FP-6).  
\$21.50 USD Hourly Rate (Starting salary).

(\*): Final grade will be determined by the appropriate Washington or US headquarters office)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Libreville is seeking an individual for the position of **Translator** in the Political Affairs Section.

### **BASIC FUNCTION OF POSITION**

Translates English and French documents as required by the Embassy. Serves as interpreter for official Embassy visitors, U.S. Military officials, and American business people. Acts as a back-up protocol assistant for the Executive Office and when in that role, drafts correspondence and speeches in French and English, and plans and coordinates receptions and other social and community events.

1. A copy of the complete position description listing all duties and responsibilities is available through the Human Resources Office at: 00(241) 76.20.03 / 04, ext. 4290; ext. 4279; or ext. 4293.

### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**1. Education**

University Degree required; BA Degree or equivalent in French, translation or Interpretation.

**2. Prior work experience**

Two years of previous professional work experience as translator is required

**3. Language Proficiency:**

Speaking, reading, and writing in Level 5 French and Level 5 English are required.

**4. Post Entry Training:**

Certification as a Translator/Interpreter or equivalent training required.

**5. Job Knowledge:**

Familiarity with how to research technical translations. Must have a very good working knowledge of host government protocol guides, and the general etiquette and social mores of the host country.

**6. Skills and Abilities**

Level II typing ability (30-40 WPM) and proficiency in use of MS Office and desk top publishing.

**SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position title
- B. Position grade
- C. Vacancy announcement number (if known)
- D. Dates available for work
- E. First, middle, and last names as well as any other names used
- F. Date and place of birth
- G. Current address, and day, evening, and cell phone numbers
- H. U.S. citizenship status (yes or no) & status of permanent U.S. resident (yes or no; if yes, provide number)
- I. U.S. social security number and/or identification number
- J. Eligibility to work in Gabon (yes or no)
- K. Special accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any and all relatives or members of your household that work for the U.S. Government (include their name, relationship, and agency, position, location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. Licenses, skills, training, membership, and recognition
- R. Language skills

- S. Work experience
- T. References

## **SUBMIT APPLICATIONS TO**

Human Resources Office  
U.S. Embassy,  
B.P. 4000 Libreville

Copies of the application can be obtained on the U.S. Embassy website at:  
[http://libreville.usembassy.gov/embassy\\_employment.html](http://libreville.usembassy.gov/embassy_employment.html).

## **POINT OF CONTACT**

U.S. Embassy Human Resources Office  
Tel.: 00(241) 76.20.03 /04 ext. 4290; 4279; 4293  
FAX: (241) 74.55.07

## **DEFINITIONS**

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,

- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. social security number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A foreign national or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: June 5, 2012**

The U.S. Embassy in Libreville provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity (EEO) in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.